



McHenry Public Library District Board of Library Trustees Special Meeting

**Tuesday, November 20, 2018 5:00 pm
2nd Floor Board Room**

Agenda

- I. CALL TO ORDER** – Bradley Schubert, President
- II. ROLL CALL** – Monica Leccese, Secretary
- III. PLEDGE OF ALLEGIANCE**
- IV. CORRECTIONS OR ADDITIONS TO THE AGENDA**
- V. PUBLIC COMMENT AND RECOGNITION OF VISITORS**
- VI. CONSENT AGENDA FOR THIS MEETING (Action)**
 - TREASURER'S REPORT** – Delphine Grala, Treasurer
 - Corrected Monthly Financial Statements and Interim Check Report through October 31, 2018 and Invoice Reports for October/November 2018 (if needed)
 - Additional Invoices (distributed night of meeting)
 - Petty Cash and Credit Card Reports
- VII. COMMUNICATIONS**
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- VIII. LIBRARIAN'S REPORT**
- IX. EXECUTIVE SESSION**

To discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body as well as discussing specific contractual matters of vendors in compliance with the Open Meetings Act 5 ILCS 120/2 section 2(c)(1).
- X. OLD BUSINESS**
 1. None
- XI. NEW BUSINESS**
 1. Discussion of Board meeting dates for 2018-2019.
- XII. ANY AND ALL OTHER BUSINESS THAT MAY PROPERLY COME BEFORE THE BOARD**



**McHENRY PUBLIC
LIBRARY DISTRICT**

WISDOM • KNOWLEDGE • DREAMS

809 Front St., McHenry, IL 60050 (815) 385-0036

XIII. ADJOURNMENT

The McHenry Public Library District makes board meetings accessible to people with physical disabilities under ADA requirements. Any person with a physical disability may contact the MPLD at 815-385-0036 within 4 hours of any meeting date to request special access to the meeting.

MINUTES
MCHENRY PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES
REGULAR MEETING

Date: November 13, 2018
Time: 7:00 P.M.
Location: Library Board Meeting Room

I. Call to Order:

President Schubert called the meeting to order at 7:00 p.m.

II. Roll Call:

Roll was called and a quorum was established.

Members Present: Margaret Carey, Jackie Fogleman, Delphine Grala, Monica Leccese
Charles Reilly, Bradley Schubert, Jill Stone

Members Absent: None

Also Present: James Scholtz, Executive Director
Bill Edminster, Assistant Director
Patti Torgersen, Business Manager
Sue Yazel, HR Specialist

III. Pledge of Allegiance

IV. Corrections or Additions to the Agenda

Scholtz asked that the Executive Session come earlier in the meeting so that Torgersen and Yazel could leave afterwards.

V. Public Comment and Recognition of Visitors

The Board greeted Torgersen and Yazel.

VI. Secretary's Report – Monica Leccese

Minutes of the October 16, 2018 Public Hearing on the Annual Budget and Levy Ordinance and the October 16, 2018 Regular Board Meeting

Stone moved and Grala seconded a motion to approve the minutes of the October 16, 2018 Public Hearing on the Annual Budget and Levy Ordinance and the October 16, 2018 Regular Board Meeting.

Ayes: Carey, Fogleman, Grala, Leccese, Reilly, Schubert, Stone

Nays: None

Abstain: None

Absent: None

Motion Passed

VII. Treasurer's Report – Delphine Grala, Treasurer

Monthly Financial Statements

The Interim Check Report through October 31, 2018, Invoice Reports for October/November 2018, Additional November Invoices, and the Petty Cash and Credit Card reports for November will be available for review at the December 11, 2018 Regular Board Meeting.

Grala questioned the Monthly Financial Statements, especially the “Statement of Revenues and Expenditures Budget vs. Actual” that covered the period July to August rather than July to October. The Board felt it could not approve the Financial Report as presented. Scholtz stated that because the Board did not approve the Financials today, Board officers should not sign the checks on November 20, 2018 unless the Board met that day to approve the Financials as corrected. The Board scheduled a special meeting on Tuesday, November 20, 2018 to vote on the Interim Check Report through October 31, 2018, Invoice Reports for October/November 2018, Additional November Invoices, and the Petty Cash and Credit Card reports for November. A poll of the Board indicated that four and possibly six of the members could attend a meeting at 5 p.m. on November 20.

VIII. Communications

- None

IX. Librarian's Report

The printed October Librarian's Report will be available at the December 2018 meeting. Scholtz updated the Board on selected topics.

- Scholtz informed the Board that we had hired a new School Liaison Librarian, Anna Karwowska.
- IT is working with CCB on a computer system cleanup and on providing redundancy for Wi-Fi access. CCB will handle updating computers for us, freeing Denise Grandon to carry out special projects and provide support to staff and patrons. Scholtz is still considering whether to hire new staff for the IT Department.
- Scholtz expressed some concerns about unfinished projects and duties left by the departing IT staff member.
- Scholtz reported that the new Building Manager, Shane Claucherty, is very proactive, finding problems to fix on his own. One of the custodians left for a new job and Claucherty has proposed hiring a cleaning service for the public areas. Library staff will oversee them while they work before the library is open. The current staff's hours will cover more of the hours we are open.
- Scholtz told the Board that the HP printers we had purchased would not work with coin-op devices and Imagetec replaced them with Konica copiers.
- Scholtz reported that the sound systems in the meeting rooms that were replaced with new systems have been donated to various other libraries after failing to sell on eBay. AVI still needs to fix some problems, including moving the speakers to improve the sound quality. Public Services and IT are select a new podium for the main meeting room.
- AARP will be offering tax preparation help from February 5 to April 11 of 2019 in the Conference Room.

X. Executive Session

To discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body in compliance with the Open Meetings Act 5 ILCS 120/2 section 2(c)(1).

Schubert moved and Carey seconded a motion to go into executive session at 7:03 p.m. to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body in compliance with the Open Meetings Act 5 ILCS 120/2 section 2(c)(1).

Ayes: Carey, Fogleman, Grala, Leccese, Reilly, Schubert, Stone

Nays: None

Abstain: None

Absent: None

Motion Passed

The Board took no action in Executive Session.

Carey moved and Leccese seconded a motion to come out of executive session at 8:01p.m.

Ayes: Carey, Fogleman, Grala, Leccese, Reilly, Schubert, Stone

Nays: None

Abstain: None

Absent: None

Motion Passed

XI. Old Business

None

XII. New Business

1. TriNet (payroll and health insurance) issue

Scholtz explained why the Library must terminate its relationship with TriNet and return to ProData. Since the costs of the change are under the current budget amounts, Scholtz did not feel that the Board needed to vote on the change.

2. Discussion about Strategic plan/planning and Succession planning

Scholtz and Yazel went to a RAILS program on succession planning. Scholtz explained that succession planning has evolved from grooming individuals for specific positions to training and providing opportunities to all levels of staff to move up in the organization.

3. CE presentation by J. Scholtz on topic of Serving the Public – Access by Special Needs Persons and Diversity Training (to meet requirements of FY2018-19 Per Capita Grant. (1 of 3 sessions)

Scholtz attended training on serving patrons with special needs and on diversity training. He shared a handout that he asked the Board to review. He also shared some general principles on applying the training.

XIII. Any and All Other Business That May Properly Come Before the Board

- Schubert asked Scholtz to clarify the differences between term expiration dates for Board members' terms on two documents. Scholtz will clarify the differences on a new document.
- Stone reminded that Board that they had begun talking about a holiday party and dinner for the Board. Schubert will work with his contacts to see if the dinner can be scheduled for the McHenry Country Club. It will be before the December 2018 Board meeting.

XIV. Adjournment

Carey moved and Leccese seconded a motion to adjourn the meeting at 9:04 p.m.

Ayes: Carey, Fogleman, Grala, Leccese, Reilly, Schubert, Stone

Nays: None

Abstain: None

Absent: None

Motion Passed

Respectfully Submitted,

Monica Leccese, Secretary